

Property Committee Meeting Minutes

The Property Committee of the McLean County Board met on Monday, January 4, 2001 at 4:30 p.m. in Room 700, Law and Justice Center, 104 West Front Street, Bloomington, Illinois.

Members Present: Chairman Salch, Members Bostic, Hoselton, Owens and Nuckolls

Members Absent: Member Selzer

Other Board Members
Present: None

Staff Present: Mr. John M. Zeunik, County Administrator;
Mrs. Carmen I. Zielinski, Legal Secretary, County Administrator's Office

Department Heads/
Elected Officials
Present: Mr. Jack Moody, Director, Facilities Management;
Mr. Bill Wasson, Director of Parks and Recreation

Chairman Salch called the meeting to order at 4:32 p.m. Chairman Salch presented the minutes of the December 7, 2000 meeting for approval. The minutes of the December 7, 2000 meeting were approved as presented and placed on file.

Mr. Bill Wasson, Director of Parks and Recreation, addressed the Committee in regards to a Watercraft Lease Agreement with Illinois State University. Mr. Wasson stated that the Department of Parks and Recreation is recommending a continuation of the watercraft lease agreement that has been in place with Illinois State University for the last seven years. This lease agreement is identical to the agreement approved by the County Board for 2000. The agreement has been reviewed by the McLean County Department of Parks and Recreation, County Risk Management and the State's Attorney's Office staff. This lease agreement provides for the use of University owned watercraft for operation of the Evergreen Lake Boar Rental Facility. In doing so, the County has been able to sustain and improve upon watercraft rental services to the public and begin a process of watercraft replacement over a period of years, without a substantial initial capital investment. A lease fee is paid to Illinois State University equaling 17% of gross receipts from rental of University watercraft. In 1999, the boat rental generated a gross income of \$13,506.00, with a direct labor cost of \$3,618.34 for weekend attendants, an estimated maintenance and operational supplies cost of \$650.00, and a lease payment to Illinois State University of \$921.21, leaving a net direct operational revenue of \$8,966.45. Boat rental transactions are accomplished on weekdays, from 8:00 a.m. to 6:00 p.m., by departmental staff at the Visitor Center and Swimming Beach. This new agreement would run from January 16, 2001 and expire on December 31, 2001.

Mr. Owens asked if McLean County is responsible for damage or loss to the watercraft. Mr. Wasson explained that the public signs a rental agreement which includes language consistent with the responsibility for damage or loss incurred to the watercrafts. Because the watercrafts are non-powered crafts, there are few problems with significant damage to the watercrafts.

Mr. Owens asked for the present rental prices and if Mr. Wasson foresees an increase in these prices in the near future. Mr. Wasson stated that as part of the Parks and Recreation annual budget review, the fees are evaluated. There is no recommendation to increase rental fees for the 2001 year. Mr. Wasson was not able to provide a fee schedule at this time.

Ms. Bostic asked when a piece of equipment or a watercraft is replaced, who owns the new equipment, Illinois State University or McLean County. Mr. Wasson stated that McLean County owns any new piece of equipment. Eventually, McLean County will own most of the watercrafts and equipment.

Motion by Bostic/Owens to approve the Watercraft Lease Agreement with Illinois State University as recommended by the McLean County Director of Parks and Recreation.
Motion carried.

Mr. Wasson discussed the request to approve a Service Contract with Simplex Fire Alarm System – Simplex Time Recorder. Mr. Wasson explained that this contract is for the alarm systems installed at the COMLARA County Park Visitor Center and maintenance facilities. Mr. Jack Moody, County Facilities Management Director, has reviewed this contract and finds that it is consistent with current contracts that the County maintains with Simplex for other County locations. The contract covers annual testing, inspection of all systems, standard emergency services and complete documentation.

Motion by Hoselton/Bostic to approve a Service Contract with Simplex Fire Alarm Systems – Simplex Time Recorder as recommended by the McLean County Director of Parks and Recreation. Motion carried.

Mr. Jack Moody, Director of Facilities Management, discussed the proposal received from PEMCO Service, Inc., to provide service for the abandonment of the underground fuel storage tank at the Law and Justice Center and the installation of an above ground replacement tank. Mr. Moody stated that when the Law and Justice Center was built in 1976, a 5,800 gallon underground fuel storage tank was installed on the west side of the building, outside of the public entrance to the Sheriff's Department, to serve as the diesel fuel supply for the emergency generator for the Law and Justice Center. This tank was filled with fuel the week it was installed and has not been refilled since the date of installation. The office of the Illinois State Fire Marshall visited the facility on September 19, 2000, and wrote a citation declaring this tank no

longer meets code in accordance with 41 Illinois Administrative Code 170.430. This code refers to spills, leaks, and alarm detection. Mr. Moody explained the alternatives the Fire Marshall's office offered. The Fire Marshall's advised that the tank be abandoned in place or the tank be removed. The Fire Marshall's office preferred that the tank be properly removed and replaced, however, the building architect advised against this due to the location of the tank near the footings of the building and due to the location of the dedicated high voltage 480 kv. electrical line above the tank. This line feeds direct electrical power to the building's fire pump. The County is required to provide emergency power to the Law and Justice Center because of the Jail. All Jail control functions are electrically powered and monitored. This matter was discussed with the County Administrator, Chief Civil Assistant State's Attorney, E.S.D.A. and the architect for the facility, Mr. Gene Asbury. All are in agreement that the tank needs to be abandoned in place and replaced. The State Fire's Marshall's office has agreed to the recommendations of abandoning the tank in place and replacing it with an above ground tank.

Mr. Moody stated that a number of professional firms who specialize in emergency generator fuel tanks were contacted. Three firms submitted proposals for abandoning the fuel tank in place in accordance to the State's Fire Marshall codes and to install a new above ground tank in accordance to the State's Fire Marshall codes. PEMCO Service Co., Inc., of Gilman, Illinois, submitted the lowest quote of \$19,419.00. The project specifications were broken down to include \$10,300.00 for all new equipment, \$4,800.00 for the labor to install the new tank, and \$4,319.00 to abandon the old tank in place, all in accordance with the State's Fire Marshall codes.

Mr. Moody reported that the original tank is in good condition. There are about 3,500 gallons of fuel left in the original tank. The proposed replacement tank is to be installed in a concrete encased vault on the west side of the building. The tank will be 20 feet from the location of the original tank. An Owens-Corning Fiberglass, 500 gallons UL 2085 insulated, 2-hour Fire Rated tank is recommended to replace the original tank. Funds are available in the FY'2000 Budget for this project. PEMCO Service Co., Inc., has indicated that they could begin the project shortly after authorization to proceed has been granted. Mr. Moody informed the Committee that there will be a need to fund the removal of the 25 year old diesel fuel, new fuel for the new tank, possible IEPA needs once the tank is opened and exposed for abandonment, and all needed state and local inspections. Mr. Moody requested \$25,000.00 from the FY'2000 budget.

Mr. Nuckolls asked if warranties for the new tank are included as part of this quotes.
Mr. Moody stated that warranty information was included in the documentation received.

Chairman Salch asked what will happen first, the preparation of the old tank or the installation of the new tank. Mr. Moody explained that since the Jail and Emergency Services Disaster Agency (ESDA) are located in the Law and Justice Center, a constant source of power is necessary. The first action will be to install the new tank and then switch power over to the new tank, then the old tank will be abandoned.

Chairman Salch asked when the new tank would arrive. Mr. Moody stated that the new tank has to be manufactured to order. Approximate time of delivery would be two weeks from the date of authorization.

Mr. Nuckolls asked how long would the installation process take. Mr. Moody stated four to five weeks if there are no unforeseen problems. Any unforeseen spills could add more time to this schedule because of environmental safety issues.

Motion by Hoselton/Bostic to approve a contract with PEMCO Service, Inc., providing service for the abandonment of the underground fuel storage tank at the Law and Justice Center and the installation of an above ground replacement tank, not to exceed \$25,000.00, as recommended by the Director of Facilities Management. Motion carried.

Mr. Moody presented a request for approval of a Lease Agreement between the County of McLean and the Town of the City of Bloomington. Mr. Moody explained that on March 1, 1991, the Town of the City of Bloomington, entered into a five year lease agreement with Champion Federal Savings and Loan Association for the leasing of 1,640 sq. ft. of office space. McLean County acquired this lease when the building was purchased on April 17, 1996, as the future location for the McLean County Health Department. This space houses the Township's Assessor's Office. The initial lease agreement offered a five year lease extension at the termination of the initial lease term. That lease renewal option was exercised by the Office. This five-year extension expires on February 28, 2001.

Mr. Moody mentioned that he had discussed the matter of offering the tenant a new lease with the County Administrator, and Mr. Bob Keller, Director, Health Department. Mr. Keller indicated that he has no need for this office space now or in the near future. Mr. Zeunik indicated that a shorter duration lease of two years should be offered to the Town of the City of Bloomington, with an option to renew for an additional two year period at the end of the first lease period. The new lease would commence on March 1, 2001 and end on February 28, 2003. This time frame includes the option of renewal for the additional two years. The proposed rent to be paid by the tenant for the initial term is \$19,089.60 per year, to be paid in twelve equal monthly installments of \$1,590.80. This rent represents a five percent increase over the current rent paid. The current rent being paid by the tenant has not increased for the past five years. Currently the tenant reimburses the County for their actual electricity and gas usage. This arrangement will continue with the new proposed lease. One major change in the new lease agreement regards the four free parking stalls he presently uses. The proposal in the new lease agreement is to permit the Town of the City of Bloomington the use of the four parking stalls at a rate of \$25.00 per month each. This \$25.00 per month fee is the standard fee being charged to all employees using the annex parking lot.

Motion by Owens/Nuckolls to approve a Lease Agreement between the County of McLean and the Town of the City of Bloomington as presented by the Director of Facilities Management. Motion carried.

Mr. Moody made the suggestion to the Committee that members may wish to tour the different County facilities. Chairman Salch suggested that Mr. Moody suggest some possible dates to conduct these tours and submit them to the Committee for further discussion at a future meeting.

Mr. Zeunik updated the Committee regarding the LZT Space Study LZT. LZT should complete this Space Study by the end of January 2001. Once this Study is turned in, it will be reviewed with the Sheriff and staff. Mr. Zeunik hopes to have this Study to the Board within the first quarter of this year. LZT will be present to explain and answer any questions the Board may have.

Mr. Owens asked if this Space Study would require additional meetings of the Property Committee in order to discuss and review. Mr. Zeunik stated that the decision for extra meetings would have to be made by the Property Committee members.

Mr. Owens asked what the deadline was for action from the Board in regards to this Space Study. Mr. Zeunik stated that no specific timetable has been set.

Chairman Salch presented the bills, which have been reviewed and recommended for transmittal to the Property Committee by the County Auditor.

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Motion by Bostic/Hoselton to approve payment of the bills as presented by the County Auditor. Motion carried.

There being nothing further to come before the Committee at this time, Chairman Salch adjourned the meeting at 5:16 p.m.

Respectfully submitted,

Carmen I. Zielinski
Recording Secretary

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